ORDINANCE

I. ORDINANCE GOVERNING THE ACTS OF INDISCIPLINE AND MALPRACTICE IN THE UNIVERSITY EXAMINATIONS

(As per Section 42(1)(E&L) of K.S.U. Act 2000)

TITLE AND COMMENCEMENT:

i) This ordinance shall be called the Ordinance governing the cases of Indiscipline/ Malpractice in the University Examinations.

ii) This ordinance shall come into effect from such date as Syndicate may direct.

PART-I : GENERAL

1. The Chief Superintendent of the examination center shall be responsible for the proper conduct of the examinations and the safe custody of the question papers and answer books, used as well as unused and other examination materials.

2. The Deputy Chief Superintendent shall assist the Chief Superintendent in all matters related to the conduct of the examinations.

3. The Chief Superintendent in case of necessity, shall seek police assistance for the smooth conduct of the examinations.

4. In the event of the law and order situation going out of control, the Chief Superintendent shall contact the nearest Police Station and if necessary, Senior Police Officials and seek their help and assistance to deal with the situation. In all such cases the Chief Superintendent shall also contact Registrar (Evaluation) to appraise him of the situation and the actions taken and send a detailed report at the earliest.

5. The Room Invigilators shall do the invigilation work diligently and carry out the instructions, pertaining to the conduct of the examinations, issued/ Communicated by the Chief Superintendent / Deputy Chief Superintendent from time to time.

6. The Principal/Head of the Institution shall provide all the assistance needed for the smooth conduct of the examinations.

PART-II : ACTS OF INDISCIPLINE/MALPRACTICE ON THE PART OF EXAMINEES

The following shall be construed as acts of indiscipline / malpractice in the context of the University examinations.

A

a. Preventing/disturbing/boycotting and attempting to prevent/disturb/boycott the examination,

b. Intimidating / insulting / assaulting fellow examinee/s and person/s connected with the conduct of the examinations,

c. Stealing/tampering and attempting to steal/tamper question papers and answer books, tampering/forging and attempting to tamper/forge marks in the answer books, and substituting and attempting to substitute answer sheets during personal seeing of the answer scripts,

d. Impersonating and attempting to impersonate, (both, the person impersonates and the person impersonated shall be guilty of indulging in the act of indiscipline/ malpractice),

e. Smoking, possessing and using weapons of any kind, drugs and alcoholic items in the examination hall, and

f. Any other misbehaviour/ act that disturbs the conduct of the examinations.

B

a. i) Possessing and having access to any book/s, notes, printed/ written materials and gadgets of any kind in the examination hall.
ii) Bringing mobile phones/laptops/any other electronic device by the candidates.

b. Seeking and receiving assistance from either outside or from and giving assistance to fellow examinees in answering the examination in the examination hall.

c. Copying and attempting to copy from the answer books of others and allowing others to copy from ones answer book.

d. Writing peculiar things, putting peculiar marks, writing register number in places other than those specifically provided for that purpose in the main and supplementary answer books. Writing on the hall ticket / palm or any other part of the body including clothes.

e. Writing in the answer books any kind of appeal/threat/message/enticing statements to examiners and others,

f. Writing and scribbling in the question paper, and passing the question paper/ answer paper to others,

g. Tearing and spoiling the pages in the answer book, drawing sheet/s graph sheet/s/map etc.,

h. Destroying and attempting to destroy any evidence pertaining to a case of indiscipline/malpractice.

PART-III : PROCEDURE FOR REPORTING CASES OF INDISCIPLINE/MALPRACTICE

1. It shall be the duty and responsibility of the Chief Superintendent (CS) of an examination center to report to the Registrar (Evaluation) (RE) all cases of indiscipline/malpractice that he/she comes across and those brought to his/her notice. The procedure detailed below shall be followed in reporting cases of indiscipline/malpractice.

2. As soon as a case of indiscipline/malpractice is noticed/detected by the Room Invigilator/Squad Member/any person connected with the conduct of the examination, he/she shall inform the matter to the CS/Deputy CS who, in turn, shall go to the spot as soon as possible. In the mean time the invigilator/Squad member shall prevent the candidate/s involved in the case from writing the examination further, removing, displacing, tampering with, spoiling, destroying the material/s involved in and relevant to the commission of the act of indiscipline/malpractice. Unless it is necessary, the invigilator/squad member shall not take possession of any of the materials in the absence of CS.

3. Soon after coming to the spot, the CS/DCS's should take the candidate/s concerned out of the examination hall and collect in the presence of two witnesses (preferably the Deputy Chief Superintendents and one or two Supervisory staff) all the materials and gather information relevant to the case from the candidate/s involved in the case, the Room invigilator/Squad member and if necessary, from other relevant person/s and sources. The CS shall record in the `Malpractice Case Report Form' (MPCRF) the statements of the candidate/s involved in the case which shall be read to the candidate/s and signed by the candidate/s and the witnesses. In the case of a candidate refusing to give a statement in respect of the alleged commitment of the act of indiscipline/malpractice, he/she must be asked to give a written statement to that effect which should be signed by the witnesses. If the candidate refuses to do even that, then the CS/DCS shall record in the MPCRF that the candidate has refused to give a statement and that shall be signed by the CS/DCS and the witnesses.

4. The person/s who detected the case shall record in MPCRF in as much detail as possible the nature of indiscipline malpractice committed by the candidate/s, the description of the materials possessed used for the commission of the indiscipline/malpractice, where and how such materials were kept by the candidate/s, and such other information relevant to the case (if the space provided in the MPCRF is not sufficient extra sheets bearing the seal of the examination center shall be used and attached to the form).

5. A sketch of the seating arrangement in the examination hall, showing the register numbers pertaining to the seats, marking in red in the register number/s of the candidate/s involved in the case of the indiscipline/malpractice being reported, shall be prepared and signed by the CS. The sketch should give a clear idea of the probable distance between the position of the Room Invigilator and the candidate/s the time of the detection of the case.

6. All the materials and evidence collected/recorded in respect of a case shall be listed (giving proper descriptions so as to identify them) and the list shall be signed by the candidate's involved in the case, CS and the witness/es. The CS shall sent all the materials, including the invigilator's diary, the statements recorded, the list of the materials records, sketch of the seating arrangement in the examination hall, the MPCRF and other relevant things to the Registrar (Evaluation).

7. If the CS is of the opinion that the smooth and proper conduct of the examination will not be affected by allowing a candidate against whom a case of indiscipline/malpractice has been booked, then the candidate may be allowed to continue to sit for the examination of the session as well as the subsequent sessions. If CS decides not to permit a candidate booked for indiscipline to continue to sit for the examination of the session or for the examination of the session as well as the subsequent sessions, then he shall make a separate report to Registrar (Evaluation) about his decision clearly stating the reason for the decision.

8. All the answer scripts of a candidate booked for indiscipline/malpractice case shall be sent in a separate sealed cover marked "malpractice case" to Registrar (Evaluation) at the earliest. Such answer scripts shall be valued in the normal course, but the publication of the result pertaining to them shall be considered, depending on the decision on the case, after the disposal of the case.

9. There shall be a committee called Malpractice Enquiry Committee (MEC) constituted by the Syndicate to enquire into the indiscipline/malpractice cases and make appropriate report recommending appropriate action/s to be taken in each case. The committee shall consist of

   A Professor in the University as the Chairman and a Syndicate Member, a Principal of a First Grade College, a Principal of a Law college or a competent Senior Advocate as its members.

   The Registrar (Evaluation) shall be the convenor of the Committee.

   At least one of the members of the Committee shall be a Woman.

10. The MEC shall enquire into each case referred to it and after conducting appropriate enquiry proceeding as detailed below, the committee shall prepare a report giving its findings and recommending appropriate action to be taken in the case enquired into and submit the same to the Vice-Chancellor.

PART-IV : PROCEDURE FOR CONDUCTING ENQUIRY AND REPORTING

A

1. The Chairman of the MEC shall fix in respect of each case the date/s for enquiring the person/s to be enquired into.

2. The Registrar (Evaluation) shall send a notice, by post UCP, to every individual MEC intends to enquire, asking the individual to appear before the MEC for enquiry, mentioning in the notice the date, time and venue of the enquiry, and the charge/s, in brief, against the accused in the case.

3. The Registrar (Evaluation) shall also send a copy of the notice to the Principal of the College to which the addressee of the notice belongs/ed with a request to serve, under acknowledgement, the notice on the addressee.

   A person served with the enquiry notice shall present before the MEC for the enquiry.

   If a person served with the enquiry notice fails to appear before the committee but sends in a written submission (so as to reach there before the date of the enquiry) accepting the charges and admitting that he/she is guilty of committing the act/s of indiscipline/malpractice, he/she is charged with, the committee may, without insisting the presence of the person for the enquiry, decide to make its report and recommendation in respect of the case to Vice Chancellor on the basis and due consideration of the submission received from the candidate.

   In all other cases, a person served with the enquiry notice shall be personally present for the enquiry. If a person fails to respond to the first notice, to appear before the enquiry, the person may be given a second opportunity by serving a second notice on the person. If the person fails, in response to the second notice also, to appear before the committee, the committee, on due consideration of the merits of the case, may make its report and recommendation, in respect of the case against the person concerned, to the Vice Chancellor.

4. In the case of a person appearing before the committee for the enquiry, the Committee shall read out to the person the charges against him/her and examine the person in the matter of the indiscipline/malpractice charge reported against him/her, if the Committee finds it necessary to examine/enquire any other person/s in the matter of a case being enquired into, the committee may do so. The Committee shall record all the statements and averments of the accused and other examined/enquired in the case.

5. Examination/enquiry of witness/es shall be done in the presence of the accused and the accused shall be given an opportunity to cross examine the witness/es.

6. The Committee shall read out the recorded statements to the accused and the witness/es enquired/examined and obtain their signature in the recorded sheets.

7. In all cases of indiscipline/malpractice the accused shall defend his/her case personally and no other person shall be allowed to represent the accused.

8. After completing the enquiry the proceedings shall be prepared and submitted to Vice Chancellor for appropriate action.

B

1. The Vice Chancellor shall place the report of MEC before the Syndicate at the earliest opportunity. The Syndicate after due consideration of the report,

   Either, (a), may accept the recommendation of MEC and decide to implement the recommended action.

   Or, (b), if it is of the considered opinion that the report/recommendation suffers from inconsistency, non-application of mind in arriving at conclusions, noncompliance or wrong application of relevant and appropriate rules/regulation etc. may return the report, recording its opinion to the MEC to review its report/ recommendation.

2. If the Syndicate's decision is (a) and the action recommended by the committee and accepted by the Syndicate is exoneration of the accused, the Registrar (Evaluation) shall inform the decision of the Syndicate to the accused by registered post.

3. If the Syndicate's decision is (a) and the MEC has reported that the accused is guilty of committing the act of the indiscipline/malpractice reported against him/her and recommended punishment to the accused, then the RE shall write to the accused informing the Syndicate's decision and asking him/her to explain in writing (not later than ten days from the date of communication) why the decision of the Syndicate should not be confirmed and implemented.

4. If no reply is received from the person concerned within the stipulated time, the syndicate shall confirm and decide to implement the decision. The RE shall intimate the same to the accused and take necessary steps to implement the decision.

5. If the person concerned sends a reply to the Registrar (Evaluation)'s communication referred to in (3) and the Syndicate, after due consideration of the reply, is of the opinion that there is nothing in the reply to warrant a reconsideration of its decision. The Registrar (Evaluation) shall communicate to the person concerned and take necessary steps to implement the decision.

6. If the Syndicate, after due consideration of the reply from the accused to the communication referred to in (3) is of the opinion that there is a case for reconsidering the case, then it shall send the reply of the accused with a note on the opinion of the Syndicate to MEC for reviewing its earlier report and recommendation in the light of the reply of the accused.

7. If MEC, after due consideration of the reply from the accused is of the view that there is a prima facie case to re enquire the matter then it may do so and make a fresh report with recommendation for appropriate action to the Vice Chancellor.

If the committee is of the opinion that the earlier report/recommendation needs no review, the committee noting its opinion shall send the original report to the Vice Chancellor.

8. In the matter of a report sent back to the committee for reviewing, the Syndicate shall accept the report and the recommendation of the committee and decide to implement the action recommended. The Registrar (Evaluation) shall inform the decision to the person concerned and take necessary action to implement the decision of the Syndicate.

PART-V : INSTRUCTIONS TO THE STUDENTS

Students appearing for the University examination shall be present in examination center and occupy their seats five minutes before the start of examination.

The invigilator shall read the following "Instructions to the Students" in the examinational hall.

Please check the furniture you occupy and if anything relevant to the subject of the examination is written on the furniture, please bring it to my notice.

If anybody has any material, relevant to the subject of the examination, please keep them outside the examination hall". If anybody has anything that is not expected to be brought to the examination hall, please, keep it outside the examination hall.

Don't write anything on hall ticket / palm or any other part of the body including clothes or scribble anything on the question paper.

Don't try to copy from others or allow others to copy from you.

Do all your rough work only on the rough sheet of the answer book.

Don't write obscene words, pictures, threats, appeals etc. in the answer book.

Don't make any unusual marking/statements in the answer book that would reveal your identity.

Don't bring mobile phones/modern gadgets/laptops or any other electronic device.

Write your Register number only in the space provided for it on the question paper and answer book.

You are liable for punishment as per rules of the University if you indulge in any act of indiscipline/malpractice in the examination or if you don't follow the instructions given by me or instructions given in the answer book.

After reading "the instructions to students" in the examination hall the Invigilator should obtain the signature/s of three students taking the examination on the copy of "the instructions to students" read in the hall.

PART-VI : GUIDELINES IN RESPECT OF PUNISHMENTS THAT MAY BE AWARDED TO THOSE **WHO ARE FOUND GUILTY**

A. Possession of or access to pre written materials and other items referred to in Part II-B(a).

i)	If the materials are relevant to the subject of the examination and copied from the material.	:	Invalidation of the whole examination and debarring from writing the next examination.
ii)	If the materials are relevant to the subject of the examination but not copied from the material.	:	Invalidation of the particular paper.
iii)	If the materials are not relevant to the subject of the examination.	:	Severe warning and a fine of Rs. 1,000/-

B.	i)	Writings threats/ obscene and vulgar matters in the answer book and passing the question paper/ answer papers to others. Writing appeals/ message/ enticing statements to examiners and others.	:	Invalidation of the particular paper and a fine of Rs. 1,000/-.
	ii)	Writing and scribbling in the question paper / hall ticket / palm / any part of the body.	:	Invalidation of the paper and a fine of Rs.500/- with warning
	iii)	Bringing mobile phones/laptops/any other electronic device by the candidates.		Severe warning and fine of Rs.1,000/-

C. Writing peculiar things, putting peculiar mark/s, writing register number in places other than the one specifically provided for that in the main and supplementary answer books.

i)	The Malpractice is done in only one Paper.	:	Invalidation of the paper and a fine of Rs.1,000/- with warning
ii).	The malpractice is done in more than one paper.	:	Invalidation of the whole examination.

D.	Tampering and spoiling the pages in the answer book, drawing sheet/s, graph sheet/s, map etc. and destroying and attempting to destroy any evidence pertaining to a case of indiscipline/ malpractice.	:	Invalidation of the whole examination and debarring from writing the next examination.

E. In the cases of indiscipline/malpractices referred to :

a.	Preventing/ disturbing/ boycotting and attempting to prevent/ disturb/ boycott the examination or Intimidating/ insulting/ assaulting fellow examinee/s, and person/s connected with the conduct of the examination,	:	Invalidation of the whole examination and debarring from writing the next examination.
b.	Carrying or any attempt to carry lethal weapons into the examination hall or its premises ;		Invalidation of the whole examination and debarring from writing the examination for a further period of 2 years.
c.	Stealing/ tampering and attempting to steal/ tamper question papers and answer books and substituting and attempting to substitute answer sheets during personal seeing of the answer scripts,		Invalidation of the whole examination and debarring from writing the examination for a further period of 3 years
d.	Smoking, possessing and using drugs and alcoholic items in the examination hall and		Invalidation of the whole examination and debarring from writing the next examination with a fine of Rs.1000/-
e.	Any other misbehaviour/act on the part of candidates that disturbs the conduct of examinations.	:	Invalidation of the whole examination.

F. In the case of impersonation A(d) :

a.	If the person is in the rolls of the University.	:	Invalidation of the whole examination and debarring from writing the whole examination for a further period of three years.
b.	If the person is not in the rolls of the University	:	His/her case shall be referred to the Police.

PART-VII: THE FOLLOWING ACTS COMMITTED BY CHIEF SUPERINTENDENTS / DEPUTY CHIEF SUPERINTENDENTS/ INVIGILATORS / EXAMINERS / OFFICE STAFF CONSTITUTE MALPRACTICES

i) **Assisting candidates wrongfully by supplying questions and answers or abetting them in malpractices of other kinds.**

ii) **Showing favouritism in valuation.**

iii) Tampering with question papers, answer scripts of marks.

iv) Gross violation of examination procedure/norm in the examination centre (like mass copying or abetting large scale malpractices).

v) Erratic/arbitrary valuation.

vi) Cases of dereliction of duty.

vii) Giving permission to the candidates to appear for the examination without authority.

All the cases detailed above shall be enquired by the Malpractices/Indiscipline Enquiry committee. The procedure for enquiry shall be as outlined that for enquiring students.

As per section 74 in the KSU Act 2000 :
If any person who has been allotted the examination work under sub-section (1) is found guilty of breach of duties or involves in any misbehaviour, shall on conviction be punished with imprisonment for a period which may extend to three years or with a fine up to two thousand rupees or with both.

viii) Bringing mobile phones/ laptops/ any other electronic device/ maganizes/ journals/ newspapers by the invigilators to the examination hall.

Severe warning and a fine of Rs.1,000/-

PART-VIII : SAVINGS

If a student indulges in an act that can be construed as an act of indiscipline/ malpractice in the examination/that affects the conduct of the examination, but not covered by this Ordinance, that case shall be dealt with, except with regard to the award of punishment to the guilty, according to this regulation. In such cases the Syndicate shall decide the punishment to be awarded to the guilty.

(Ordinances with amendments are approved by the Syndicate at its meetings held on 21.02.2004, 8.07.2010 and 30.05.2012 and notified vide Notification Nos. MU/ACC/CR.44/2003-04/A2, dated 3.03.2004, MU/ACC/CR.11/2010-11/A2, dated 24.7.2010 and 14.06.2012)

Sd/-
REGISTRAR.

RULES

1. RULES GOVERNING PERMANENT AFFILIATION OF COLLEGES/ PERMANENTLY AFFILIATED COLLEGES

(Framed under Section 45 of the K.S.U. Act, 2000)

1. Title: Rules Governing the qualification of the teaching staff and the conditions governing tenure of office as provided under Section 59(c) of K.S.U. Act 2000.

2. A college with not less than five years continuous affiliation and has fulfilled all the conditions for affiliation and whose academic performances and administrative standards are on an average in conformity with those stipulated by the University from time to time, shall be eligible for applying for grant of permanent affiliation.

3. The provisions of section 59 shall mutatis mutandis apply for sanction of permanent affiliation.

4. The Governing Body of the College/ Institute, which shall be a body registered under Society's Registration Act or in the case of Government College/ Institute, the Officer authorized in this behalf by the Government, shall apply, along with the prescribed fee to the Registrar of the University, seeking permanent affiliation and such application shall reach the Registrar not later than the date notified by the University.

5. Application for permanent affiliation shall contain the following particulars:

   a) Constitution and members of the Governing Body;

   b) Courses and subjects for which permanent affiliation is sought;

   c) Particulars of previous applications, if any, for permanent affiliation in the same subject/ course to the University and their disposal.

   d) Accommodation, equipment, furniture, student strength of the College/ Institute, the number of students class-wise and combination-wise for whom provision has been made. (The blue prints of the building and the accommodation faculties must be attached to the application)

   e) Particulars of the detailed statement of assets and liabilities of the College duly certified by a Chartered Accountant.

   f) Hostel accommodation for students;

   g) The total area of land possessed and the extent of play ground;

   h) Sanitary facilities, rest room/s, canteen and other amenities to students;

   i) A statement of expenditure (excluding salary) incurred in the last 5 years towards library, equipment and furniture.

   The provisions contained in clause 5 (e) will not apply to applications made by the Government College.

6. The College/ Institute shall have the following infrastructure:

a) Permanent buildings with sufficient accommodation which can meet the academic requirements. The College buildings shall have, in addition to class rooms, the following facilities.

i) A common room for teachers

ii) Staff rooms (with sanitary facilities) department-wise in professional colleges/ colleges with P.G. Courses, and faculty-wise in other colleges.

iii) A common room for students

iv) A separate common room for women students (where it is a co-educational institution)

v) A Library with appropriate and adequate books, journals and other reading materials and a reading hall which can accommodate at least 30% of the students in professional college/ Colleges with P.G. Courses and 15% of the students in other College.

vi) Principal's Chamber

vii) Administrative Office and the record's room.

b) An auditorium large enough to accommodate at least 50% of the student at a time.

c) A play field with a running track of 200 meters, adequate and appropriate facilities for games and sports and a sports material room. However, this provision may be relaxed to the extent justifiable in the case of City Colleges and completely waived in the case of evening Colleges.

7. The College shall fulfill the following academic requirements:

a) Qualification of the teaching staff shall be in accordance with the UGC / State Government/ University guidelines issued from time to time.

b) The number of the staff members and their qualification/ experience shall be as prescribed by the University from time to time and at least 75% of the staff, including the Director of Physical Education/ Physical Instructor and Librarian, should be permanent.

c) In the P.G. Departments at least 50% of the staff shall possess Ph.D. degree and there must be research facilities in the department/s.

d) Education Science and Professional Colleges, shall have adequate and appropriate educational aids/ laboratory equipment for meeting the requirements of the courses/ subjects offered.

e) The results of the college at the University examinations should be above the University average.

f) The professional Colleges, wherever necessary, shall have obtained recognition from the appropriate All India Professional Bodies.

g) The college library shall have adequate number of titles and volumes of books and standard journals relevant to the subjects offered, particularly those books & journal prescribed by the Faculties, Board of Studies etc. from time to time & internet facility in the colleges with P.G. courses.

h) The college offering Science subjects should have adequately staffed and equipped workshop/ green-house/ museum facility.

i) It is desirable that the College has a Parent-Teachers Association.

8. The College shall fulfill the following administrative Standards:

a) There should be a Local Managing Committee/ Governing Council properly constituted in the case of a non-Government College and an Advisory Committee in the case of a Government College. The powers and functions of the Committee should be well defined to make the Committee effective. The total number of members of the Local Managing Committee/ Governing Council will ordinarily be not less than eleven and not more than fifteen. At least two members of the Managing Committee/ Governing Council shall be teacher representatives, other than the Principal.

b) The college should maintain and keep up-date all records / registers which are required to be maintained under the University regulations/ Government Orders. If required, they shall be made available to the University for inspection at any time.

c) The recruitment of staff shall be in accordance with the University and Government Regulations notified from time to time. The Principal of the College should have reasonably adequate administrative and disciplinary powers for the day today management and administration of the academic and administrative matters of the college.

9. The college shall satisfy the following financial requirements:

a) The salaries of the members of the teaching and non-teaching staff shall be as per the scales prescribed by the UGC / State Government / University from time to time and they shall be paid regularly and fully.

b) The Management shall arrange to have its accounts audited by the end of each year by a Chartered Accountant. Whenever required, the annual accounts and the audited report shall be made available to the University and to the Government for inspection. Annual General Body meeting of the management shall be convened every year.

10. The College shall satisfy the following General conditions:

    a) The academic and welfare facilities and provisions of the Backward Class, Scheduled Caste and Scheduled Tribe students shall be well taken care of by the college.

    b) Roster System shall be followed for the recruitment of teaching and non-teaching staff.

    c) Adequate facilities are provided to the members of the teaching and non-teaching staff for improving their academic qualifications.

    d) Curricular, Co-Curricular, Extra-Curricular and Social Activities are properly conducted by the College.

11. The College Rules relating to the fees to be paid by the students shall be in conformity with those of the Government / University notified from time to time.

12. Every college shall arrange for the medical examination of the students by a competent Medical Officer once in a year and where the Medical Officer recommends that a student needs any particular treatment the same shall be communicated to the Parent / Guardian concerned.

13. The following Registers and Records in the prescribed forms shall be maintained by each affiliated colleges:-

    a) A Register of admissions and withdrawals.

    b) A Register of attendance.

    c) A Register of fees paid by the students showing the dates of payment.

    d) A Fee Receipt book with counterfoil.

    e) Account books showing the financial transactions of the College as separate from those of the Management. (The Accounts shall show the details of the transactions fully).

    f) A Register of Scholarships and tuition, boarding, lodging charges, concession provided to the students etc.

    g) A Register of addresses of students;

    h) A Register of marks obtained by each student at the College Terminal / University Examinations. (Including category wise details eg. Male, Female, SC/ST etc.)

    i) A Transfer Certificate book with counterfoil;

    j) A Service Register for each member of the staff in the form prescribed by the University / Government with up-to-date entries attested by the Principal.

k) A Register of members of the staff, showing qualifications, experience, salaries, number of hours of work and the subjects taught.

l) A stock and issue Register of the Stationery articles supplied by the Registrar (Evaluation).

14. One receipt of the application, referred to in Clause 2, the Syndicate shall:-

a) Constitute a Local Inquiry Committee to inspect the college and report.

b) Make such further inquiry as deemed necessary.

The Local Inquiry Committee shall submit within 30 days from the date of its visit to the college, the report to the University for placing it before the Academic Council, for its opinion. The report along with the decision of the Academic Council shall be placed before the Syndicate for its consideration.

c) The Registrar shall submit the application for permanent affiliation along with the report of the Local Inquiry Committee, proceedings of the Academic Council and the Syndicate to the State Government.

15. It shall be open to a College/ Institution,, after obtaining the approval of the Syndicate, to suspend Institution from the beginning of an academic year in any subject/s or course/s of study for which the college / institution has permanent affiliation.

Imparting instruction in the subject/s or course/s suspended shall not be resumed without obtaining the permission of the Syndicate. If imparting instruction in the subject/s or course/s suspended is not resumed within three years of the suspension of imparting instruction, the affiliation previously granted to the subject/s or course/s shall deemed to have been lapsed. Provided that if, in any year, a college, having made usual arrangements to give instruction in a subject/ course to which affiliation has been granted, does not, for want of students, admit student to the subject/ course, the affiliation granted to that subject/ course shall continue to be in force for that year if the college reported the matter to the University before the last date fixed for the purpose by the University.

16. The permanent affiliation granted to a college is subject to review, which should be done at least once in five years, on the basis of the assessment of the functioning of the college by the University / Government. The report of the review committee shall be referred to the Academic Council for its opinion. The report of the Committee and the opinion of the Academic Council shall be placed before the Syndicate for its consideration and appropriate decision thereon.

17. The University shall arrange to inspect each college granted permanent affiliation once in five years and the report of the inspection commission shall be referred to the Academic Council for its opinion and the decision of the Academic Council along with the report of the inspection commission shall be placed before the Syndicate for its consideration and appropriate decision thereon.

18. The Registrar shall submit the report of the Commission and proceedings of the Academic Council and the Syndicate, to the Government.

19. If a college fails to comply with any of the provisions / conditions of the affiliation, the University may withdraw or modify in whole or in part the affiliation granted to the college in accordance with Section 63 of the K.S.U. Act 2000.

20. Every permanently affiliated college shall conform to and be bound by the laws of the University in force from time to time.

21. No college which has permanent affiliation shall transfer its management or change the name and style of the college, without approval of the University and the State Government.

22. Every permanently affiliated college shall comply with the directions of the University issued from time to time in respect of all matters relating to academic, administrative and those ancillary thereto.

(Approved by the Syndicate at its meeting held on 17.01.2004)

Sd/-
REGISTRAR

2. RULES GOVERNING TRANSFER AND REFUND OF FEES REMITTED/ PAID TO THE MANGALORE UNIVERSITY FUNDS

(Framed under Section 45 (2) (c) of the KSU Act 2000)

1. TITLE AND COMMENCEMENT:

i) These rules shall be called "the revised rules governing transfer and refund of fees remitted / paid to the Mangalore University Funds."

ii) These rules shall come into force from the date of approval of the Syndicate.

2. APPLICABILITY:

2.1 These rules shall be applicable to all the U.G. / P.G. / M.Phil / Ph.D. Degree/ Diploma programmes in the University P.G. Departments/ P.G. Centres/ P.G. Courses in affiliated colleges (Government quota).

2.2 The fee in this context applies to Annual Tuition fee, Library fee, Laboratory fee, University Development fee, Internet facility fee and Special fee only and not applicable to any other types of fees.

2.3 Any claim for refund of fees made within six months from the date of admission.

3. METHOD OF TRANSFER / REFUND:

The following shall be the rules for the transfer/ refund of fees and refund of excess payment made.

3.1 Transfer of fees:

The fees remitted / paid by the candidates who have changed the course within the university before the last date prescribed for admission shall be transferred towards the course he/she changes. However, such candidates shall pay the registration and admission fees again.

3.2 Refund of fees:

The fees collected for a course at the time of admission to cover two semesters/ one academic year of the concerned programme as the case may be shall be calculated month wise and the fee that has to be charged for the portion of the Semester/ Academic year shall be deducted and the balance portion shall be refunded subject to para 2.2. and 2.3 above. For this purpose, any number of days of classes attended in a month shall be treated as full month.

3.3 Refund of excess fees:

Notwithstanding the above, the amount paid over and above the prescribed fees if any shall be refundable.

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GUIDELINES

1. I. GUIDELINES FOR UG / PG COURSES AND RESEARCH IN AFFILIATED COLLEGES FOR GRANT OF PERMANENT / FRESH / EXTENSION / RENEWAL OF AFFILIATION.

1) A representative of the Management of the College shall be present at the time of visit of L.I.C. to the college to provide data and information required if any by the Commission.

2) All records as per the attached list shall be kept ready for inspection of the Commission. (Form No. IV enclosed)

3) The original documents submitted by the faculty members at the time of their appointments in support of their qualifications, experience etc., shall be made available to the Commission for perusal.

4) Classrooms space shall be in conformity with that prescribed in the University letter dated 8-12-2003 (copy enclosed). If the available space does not conform to the specifications L.I.C. may recommend for reduction in intake for the course.

5) Arrangement shall be made to enable the L.I.C. to interact with the faculty and students separately.

6) The faculty members including the Principal shall fill a declaration (the form of which is enclosed) which shall be handed over to the L.I.C. at the time of its visit.

7) All the faculty members shall be paid salary as per the pay scales and allowances prescribed by UGC / AICTE for Professor / Reader / Lecturer or minimum consolidated salary for Lecturers notified by the Mangalore University dated 4-7-2003 (copy enclosed). The salary shall be paid through the bank.

8) The college shall pay special attention to the welfare of backward classes and Scheduled Castes / Tribes and for this purpose follow the guidelines, directions and notifications issued by the State Government from time to time.

9) A rational and transparent fee structure shall be adopted by the institution. The institution shall not charge capitation fee. All appropriate machinery set up by the State / University will ensure that no capitation fee is charged and that there is no profiteering though a reasonable surplus for the furtherance of Education is permissible.

10) No college shall impose levies on its teaching and non-teaching staff for meeting recurring or non-recurring general or special expenditure of the college or impose cuts in their salaries for any other purpose.

II. Conditions to be fulfilled for renewal of affiliation to P.G. degree programmes applicable for colleges which have been granted affiliation to P.G. courses.

1) There shall be a core faculty consisting of atleast four full-time members for each postgraduate programme in a college. All the faculty members shall possess the qualifications prescribed by the UGC for the respective posts from time to time and among them atleast two members shall possess research degrees.

2) Atleast one member of the P.G. faculty of the college and one representative of the University shall be represented in the Governing Council of the college.

3) The students shall be admitted to the Postgraduate programmes as per the regulations prescribed by the University for the concerned programme and by following the guidelines for admissions issued by the State Government from time to time.

4) The college shall be in undisputed possession of land measuring not less than five acres (not less that one acre in case of a college situated in a metropolitan city / corporation limits). Is shall submit a blue print of the building proposed for the P.G. programme.

5) The college shall have a separate Library for the P.G. programmes. The Library shall have facilities like reading room, journal section, text book section and reference section along with internet facility. The seating capacity shall be in accordance with the strength of the P.G. students. A separate full time Librarian shall be appointed for the P.G. Library, if more than two P.G. programmes are to be permitted in a college.

6) There shall be separate classrooms, staff rooms, ladies common room and laboratories (wherever necessary) for the P.G. programmes. The size of the classroom, laboratories etc., shall be in accordance with the intake fixed for each programme and for this purpose guidelines of the University issued from time to time shall be followed.

7) There shall be separate hostel facility for P.G. students.

8) The college shall satisfy the University that adequate financial provision has been made for managing the college and college has deposited the funds collected for this purpose in a nationalized bank.

9) The college shall also satisfy the University that it has adequate recurring income from its own resources for its continued and efficient functioning.

III. Research Facilities:

The college shall create separate research facilities connected with the concerned P.G. programme as follows:

- Library: The library shall have adequate number of books and journals (both Indian & Foreign) in the concerned discipline.
- Databases relating to the concerned discipline.
- Laboratory: A research laboratory exclusively for the purpose of conducting research.

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2. GUIDELINES FOR DEVELOPING RESEARCH FACILITIES IN COLLEGES WHICH APPLY FOR FRESH / RENEWAL OF P.G. COURSES

In addition to the conditions stated in the statute, the affiliated Colleges applying for fresh / renewal of affiliation for P.G. Programmes shall follow the following guidelines for developing research facilities in the concerned P.G. Programme.

1. **Research Facilities**: The Colleges applying for P.G. Programmes shall also create separate research facilities for each P.G. Programme. Fresh/ renewal of affiliation for the P.G. programme shall not be granted if any of the following conditions is not fulfilled in the respective year of affiliation.

2. **While considering grant of fresh affiliation**: A separate hall of atleast 40'x30' shall be earmarked in the Post-Graduate Library exclusively for the use of scholars. The scholars shall have open access in the library. Each scholar shall be provided with a cubicle for his / her study and in any event there shall not be less than four cubicles in the room. Each cubicle shall be fitted with light, fan etc. There shall be atleast two computers with internet, printer etc., in the hall for exclusive use by the scholars.

   The P.G. Library shall subscribe for atleast ten standard research journals pertaining to each P.G. programme out of which at least two shall be foreign journals.

   If the P.G. programme involves practicals, in addition to the library facilities there shall be a separate research laboratory of at least 60'x40' having standard lab furniture, gas connection, distilled water and de ionized water supply exclusively for conducting research.

i) **In the second year of affiliation**: The faculty members of the P.G. departments shall engage themselves in research in the respective areas of specialization and also strive to generate funds for research either from the Govt. departments such as UGC, ICHR, ICSSR, DBI, DST, DOE or sponsored projects/ endowments from industries/ public/ philanthropists. If sufficient evidence of initiating research in the department is not forthcoming affiliation shall not be renewed.

   If the P.G. programme involves practicals basic equipment for analytical visual/ electronic etc. as the case may be shall be purchased and installed in the research lab. Separate requirements such as Animal / Plant, Tissue culture lab (for Biotechnology), Botanic garden/ Animal house (for Biological Sciences), Culture Room (for Microbiology) shall also be provided to research.

ii) **In the third and subsequent years,** Affilation shall be continued only if there are publications of atleast two books or research articles in the standard subject journals. For this purpose guides / Text books of degree and below level and popular articles published in newspapers or popular magazines shall be excluded.

iii) If sufficient funds are not forthcoming from outside for updating the above facilities, the management shall invest from out of its own resources.

iv) However, in the fifth year of affiliation, the college shall get recognition / affiliation to the Ph.D. programme from the concerned University.

3. Before granting fresh affiliation the University shall make sure that four full time core faculty (out of which atleast two faculty members with Ph.D./ research degree) is appointed by the college and their pay scale and service conditions are determined as per the rules of concerned University.

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3. GUIDELINES FOR THE CONDUCT OF MEETING OF BOARDS OF STUDIES

I. The following guidelines are issued for the conduct of meetings and preparation of proceedings of the meetings of Boards of Studies.

Subjects/agendas that may be taken up for discussion.

i. Preparation of Penal of Examiners pertaining to the subject / course.
ii. Assessment of previous years question papers and results.
iii. Revision of syllabus for the subject / course if any.
iv. Any other specific matter which is referred to it by the University for expressing its opinion or for preparing a report etc.

II. 1. The Chairman of the Board is authorized to fix the meeting of B.O.S. on any day between 1st and 15th of August / September every year. He has to communicate the date and place of the meeting along with proposed agenda to the Registrar at least 20 days before the date of the meeting and the Registrar will issue meeting notices to the Chairman & members. The Chairman shall send the proceedings to the Registrar within 10 days after the date of the Meeting as per the format Annexure– I.

2. The Board shall prepare the list of teachers who are eligible for appointment as examiners in the subject/s with their seniority and should contain such details as name, designation, qualification, teaching experience, previous terms served as Chairman/ examiner/ paper setters etc. (Part II of Annexure I). The panel of examiners shall be sent directly to the Registrar (E) in a separate sealed cover.

3. The Board of Studies shall assess the standard of previous years question paper in the subject / course and performance of the students and give a report regarding the defect if any in setting question paper or teaching the subject or course etc. (Part III of the Annexure – I.)

4. There shall be a preamble to the fresh / revised Syllabus indicating the date of previous revision, the purpose for which the syllabus is being revised, the objectives that are proposed to be achieved in the new syllabus and the date from which the syllabus is proposed to be implemented etc. whenever a new subject/course is introduced the qualification and experience of the teachers who handle the subject / course shall be prescribed. The Syllabus shall be as per the scheme of the course and arranged unit wise and chapter wise with a list of texts for reference under each paper. The syllabus should conform to the general pattern and scheme of examination prescribed for the course in particular and the Faculty in general. The syllabus should be prepared/ revised together in one set for the entire duration of the course and not part by part. As far as possible frequent revision of the syllabus should be avoided and the syllabus once notified for implementation should be in vogue at least for 3-5 years before it is revise. (Part IV of the Proceedings. See Annexure – I.)

5. The Board shall draft new regulations/amend the existing regulations only when it is specifically referred to it by the University. While doing so a preamble obtaining the need for introduction/amendment to the regulation and the important changes that are proposed to be introduced in the new regulation along with additional financial commitment to the University, if any, for implementation of the new regulations should be specified. If the board is permitted to draft a new regulation for a course it shall contain the following particulars.

    1. Title of the courses/programme
    2. Eligibility for admission
    3. Duration of the course
    4. Medium of instruction
    5. Subjects of study
    6. Attendance
    7. Hours of Tuition per week
    8. Scheme of examination
    9. Internal assessment
    10. Minimum for a pass
    11. Classification of successful candidates
    12. Rejection of results
    13. Admission of students of other Universities
    14. Any other relevant matter

    It is desirable if the Board refers a regulation prescribed for a related course while drafting the regulation.

    If any amendment to a regulation pertaining to a course is proposed the proposal should be drafted as follows:

    a. Title of the regulation
    b. Existing para/s of regulation (in the left column).
    c. The para/s of the regulation as amended (in the right column).

6. If the approved Agenda for the meeting includes preparation of syllabus or regulations, such items should separately stencil out and the stencil sheets duly mentioning the title and date of the meeting etc. should be sent along with the proceedings.

7. The B.O.S. may discuss any other academic matter pertaining to the subject/ course after obtaining the **prior approval of the University**. While seeking approval the Chairman of the B.O.S. shall write to the University giving details such as topic, purpose etc., (See part – VI of the Annexure– I).

8. Whenever there is a need for inviting an expert for a meeting of the Board, the Chairman should write to the University the name, designation, qualification and field of the expert. The purpose for which his presence is required mode of journey and obtain specific approval for inviting the expert. The experts should normally belong to a field for which there is no representation in the Board.

9. The Chairman shall ensure the quorum before starting the meeting.

ANNEXURE – I

GUIDELINES FOR PREPARING PROCEEDINGS OF THE MEETINGS OF BOARD OF STUDIES.

The proceedings of the meeting shall be recorded and sent to the Registrar as follows:

PART – I

1. Title, date and venue of the meeting.
2. Members present etc.
3. List of subjects/Agenda discussed and approved by the Board such as panel of examiners, revision of syllabus etc., with signatures of the members including the invitees, if any, present at the meeting.

PART – II

Panel of Examiners recommended by the Board.

PART – III

Report on the assessment of previous years question papers and results.

PART – IV

Syllabus new / revised for the subject course proposed by the Board if any with (a) Title (b) Preamble (c) contents of the syllabus arranged in the order in which they are to be studies in different years.

PART – V

A new regulations or amendment to the existing regulation.

PART – VI

Any other subjects other than new or revision of regulation which is specifically permitted by the University to the considered by the Board. (eg. Preparation of regulation for a course / amendments to the regulations).

PLEASE NOTE:-

1. All these proceedings except Part II shall be separately stencil cut and sent to the Registrar, Mangalore University positively within 10 days after the date of meeting.

2. Part II shall however be typed neatly and sent directly to the Registrar (Evaluation), Mangalore University (in a confidential cover.)

3. Any proceeding which does not confirm to the above format will have to be returned to the Chairman for putting in the required format involving additional time and work. Hence, Chairmen are requested to adhere to the format.

4. GUIDELINES FOR IMPLEMENTATION OF REGULATION GOVERNING THE DEGREE OF DOCTOR OF PHILOSOPHY (Ph. D.)

1. ENROLMENT:

i) The University shall notify the Ph.D Programme once in a year ordinarily in the month of August/September.

ii) The Departmental Council shall decide the number of available seats every year in consultation with the available guides in the concerned department and in the recognized research institutions, taking into account the infrastructure and other facilities.

iii) The Notification shall indicate the total number of seats available under each subject alongwith the fieldwise / specializationwise split up. The notification shall also indicate the number of seats available under each reservation category. The reservation of seats shall be based on the total number of seats available in the subject.

2. PROCEDURE FOR ADMISSION:

i) The Ph.D. Admission Committee shall consist of Chairperson of the Department and two senior faculty members **out of which at least one member shall belong to either SC or ST category**. If there are no sufficient number of faculty members in the department, the Admission Committee shall co-opt the faculty members from the related sister departments or from the recognized research institutions.

ii) All applications seeking enrolment for Ph.D. Programme shall be submitted to the Chairperson of the concerned Department.

iii) The Centralized Entrance Test shall be conducted ordinarily in the month of September/October every year, in the respective department on a common date.

iv) The Entrance Test shall consist of two papers of 50 marks each, 90 minutes duration each. The first paper shall be related to the general aspect of the subject and / or Research Methodology. The second paper shall be related to the field of specialization.

v) The question papers shall be based on syllabi of the PG Programmes of the respective subjects. They shall contain objective type and / or short answer type questions.

vi) The answerscripts shall be evaluated internally by the faculty members of the department and / or recognized research institutions.

vii) After the evaluation of answer scripts the candidates shall be interviewed by the Admission Committee by co-opting the faculty members / experts in the respective field of specializations.

viii) The interview shall carry 25 marks.

ix) The interview shall also be conducted, on the same date for those who qualify in the U.G.C/ CSIR (JRF) Examinations/ NET/ SLET/ GATE/ and for Teacher Fellows/M.Phil degree holders and candidates working under major research Projects.

x) The Committee shall prepare the merit list, select the candidates and allot the guides, following the reservation policy. The allotment of candidates to the guides shall also follow the reservation rules.

xi) The Chairperson of the Admission Committee shall forward to the Registrar for approval the list of selected candidates, along with the merit list and the allotment of the guides.

xii) The candidates shall pay the fees and register themselves within a prescribed date.

3. SELECTION OF CANDIDATES:

Selection of candidates for Ph.D programmes will be based on the marks obtained in the Centralized Entrance Test + Interview and marks obtained in the qualifying Examinations in the ratio of 50:50 and overall minimum 50% marks (45% for SC/ST) and as per Merit Cum Reservation Policy.

Those Candidates who qualify U.G.C/ CSIR (JRF) Examination/ NET/ SLET/ GATE/ Teacher Fellowship holder/ M.Phil degree holder who have already appeared for Entrance Test are exempted from appearing for Entrance Test. The selection of these candidates is based on their performance in the interview and marks obtained in the qualifying Examinations in the ratio of 50:50.

4. COURSE WORK

a) The course work shall be of the following pattern. The course contents/ syllabi of papers 1 to 3 shall be decided by the concerned Board of Studies.

Papers	Particulars	Hours of Instruction per week	Duration of Examination (hrs)	Marks			Credits
				IA	Theory	Total	
Paper 1	Research Methodology	4	3	30	70	100	4
Paper 2	Theoretical Foundations	4	3	30	70	100	4
Paper 3	Recent Developments	4	3	30	70	100	4
Paper 4	Reviewing of Literature and Planning of the Proposed Research Work with a Tentative Title	16	-	-	-	200	8
						Total	20 Credits

b) Part-time researchers may be allowed to complete the course work in two semesters. They shall take the Papers 1to 3 in the first semester and Paper 4 in the second semester.

c) The candidates are required to undertake the course work for a semester immediately after the enrollment as per the Calendar notified by the Registrar and full time/ part time candidates shall attend at least 75% of the classes in each paper to be eligible to appear for the examination. However, the candidates working under the sponsored Research Projects may be allowed to do course work along with their research work.

d) **Valuation of Course Work:**

i) There shall be a Board of Examiners for setting and valuing papers 1 to 3. It shall be constituted from the panel prepared for the purpose by the concerned Board of Studies.

ii) Each written paper shall be generally valued by an internal and an external examiners, but not by two internal examiners. The Chairman and internal members of the BOE shall tabulate the results and send them to the Registrar (Evaluation).

iii) If the difference in marks between two valuations is more than 20% of the maximum marks, the Chairperson of the BOE shall check the entries and the total marks assigned by the two valuers. If there is any mistake in totalling, it shall be rectified. While checking the total, if it is observed that any one or more of the answers is / are not valued by the valuers, the Chairperson shall advise internal members of the Board of Examiners to value that answer. After receiving the marks, the Chairperson shall make the necessary corrections. Despite all these corrections, if the difference between the two valuations is still more than 20%, the Chairperson shall arrange for third valuation by examiners from among the approved panel of examiners.

iv) In case of two valuations, the average of the two valuations and if there are three valuations, the average of the nearest two valuations shall be taken for declaring the results.

v) The Doctoral Committee shall evaluate the report of Paper 4, obtain the results of Paper 1 to 3 from Registrar (Evaluation) and award GPA to the candidates as detailed elsewhere.

e) **Classification of Successful Candidates:**

The results of successful candidates at the end of the course work shall be classified on the basis of the Grade Point Average (GPA) obtained in all the papers.

The Grade Point (GP) in a paper and the Grade Point Average (GPA) at the end of the course work shall be computed as follows:

The grade points (GP) in a paper shall be assigned on the basis of actual marks scored in that course as per the table below:

% Marks	Less than 50	50<55	56<60	61<65	66<70	71<75	76<80	81<85	86<90	91<95	96<100
Grade Points	Fails	5.5	6	6.5	7	7.5	8	8.5	9	9.5	10

The Grade Point Weights (GPW) shall then be calculated as the product of the grade points earned in the paper and the credits for the paper. The total GPW for a course is obtained by adding the GPW of all the papers.

The GPA shall then be computed by dividing the total GPW of all the papers of study by the total credits for the course.

ILLUSTRATION

Papers	P1	P2	P3	P4	Total
Maximum Marks	100	100	100	200	500
Marks obtained	67	73	58	152	350
% Marks Obtained	67	73	58	76	-
Grade Points Earned (GP)	7	7.5	6	8	-
Credits for the Paper (C)	4	4	4	8	20
GPW = GP x C	28	30	24	64	146

GPA = Total GPW / Total Credits = 146 / 20 = 7.3

f) **Declaration of Results:**

For successfull completion of the course work the candidate shall obtain a minimum of 50% of marks or 5.5 GPA. If the candidates fails to secure 50% of marks or 5.5 GPA he/she shall be allowed to reappear for the examination only once whenever the next examinations are held.

5. EVALUATION AND ASSESSMENT METHOD: (as per Clause 7 in the regulation)

i) The Chairperson of the Doctoral Committee shall forward the consolidated results and the list of successful candidates, alongwith the tentative titles of the proposed theses to the Registrar. The Registrar shall forward the approved list to the Registrar (Evaluation) for registering the candidates. The change of theses titles may be allowed with the approval of the Doctoral Committee.

ii) **Doctoral Committee, Constitution, powers and functions:**

It shall be constituted to oversee the progress of work done and to conduct the pre-submission colloquium.

The composition of the Doctoral Committee shall be as follows:

a)	Chairperson of Board of Studies in the concerned subject	- Chairperson
b)	Chairperson, Department of Studies of the respective Department	- Member
c)	The Senior most faculty member of the Department other than the Chairperson of the Board of Studies and Department of Studies. If there is no PG Department of Studies in the subject, a faculty member of the related department / expert from the Recognized Institutions nominated by the Registrar (Evaluation) from the panel suggested by the Chairperson of the BOS.	- Member
d)	A faculty member from the concerned area of specialization nominated by the Registrar (Evaluation) from the panel suggested by the Chairperson of the BOS	- Member
e)	One common expert for the evaluation of course work report / expert in the concerned field for pre-submission colloquium from the panel suggested by the Chairperson of BOS.	- Member
f)	Concerned research supervisor (Guide). Where the Guide is also the Chairperson of Board of Studies/Department of Studies/ Senior faculty, then one more senior faculty member shall be included in the doctoral committee	- Member

The committee shall meet as and when needed. The quorum for the meeting shall be three.

Submission of Thesis:

i) As detailed in Clause 7.8 of the regulation, the Chairperson of the Doctoral Committee shall communicate the decision of the pre-submission colloquium to the Registrar (Evaluation) as well as to the candidate within a week of conducting the colloquium as to whether the Doctoral Committee has permitted the submission of final synopsis as such or with some suggestions. If the performance of the candidate at the colloquium is not satisfactory and / or the work carried out is not up to the mark, the Doctoral Committee may offer suitable suggestions and direct him/her to reappear for the pre-submission colloquium after a lapse of six months.

ii) The candidate who gets approval of the Doctoral Committee to submit the thesis shall submit twelve hard copies and a soft copy of the final synopsis of the thesis through the Guide and the Chairperson of Department / Head of the Institution to the Registrar (Evaluation). The Registrar (Evaluation) shall forward the copies of the synopsis to the Chairperson of the concerned Board of Studies for preparing the panel containing names of atleast ten examiners. The panel may also include the names of experts from outside the State/Country.

iii) Within three months after the submission of final synopsis, the candidate shall submit four copies of the thesis along with the application and the prescribed fee through the Guide and the Chairperson of the Department/ Head of the Institution/ College to the Registrar (Evaluation). If the candidate fails to submit the thesis within a prescribed period, he/ she may be granted additional period of three months to submit the thesis on payment of a penal fee. If the candidate requires further additional time to submit the thesis he/ she may be permitted with a penal fee prescribed by the University. However, the total period shall not exceed the maximum period allowed for submission of the thesis.

iv) The thesis shall contain a certificate from the Guide that the thesis submitted is the record of the research work carried out by the candidate during the period of the study, and that it has not previously formed the basis for award of any Degree/ Diploma/ Associateship/ Fellowship or other similar titles to any candidate in any other University / Institution.

6. ADJUDICATION OF THE THESIS: (As per Clause 8 in the Regulation)

There shall be a Board of Examiners constituted by the Vice-Chancellor from a panel of examiners prepared by the Board of Studies. The Board shall consist of three examiners out of which one shall be the guide and one shall be from outside the state/ country.

i) In the case of regional language where experts from outside the state/country are not available, experts within the state may be considered.

ii) In case, the candidate is asked to revise the thesis, the candidate shall do so within six months from the date of official communication in this regard. No candidate shall, however, be permitted to revise and resubmit the thesis more than twice. If the suggestions or reasons given for revising the thesis are not acceptable to the candidate, the thesis shall be referred to a fourth examiner. The revised thesis shall be resubmitted within six months.

In case the candidate is unable to submit the thesis within six months, as a special case the candidate may be allowed additional time with the payment of a penal fee.

7. PROGRESS OF WORK:

i) After registration, every candidate shall submit two half yearly progress report (one in the month of June and second in the month of December) through the Guide who shall also assess the level of progress achieved by the candidate and forward it to the Registrar (Evaluation) through the Chairperson of the Department / Principal of the College/ Head of the Recognized Research Institution. The Registrar (Evaluation) in turn shall forward the report to the Chairperson of the Doctoral Committee for evaluation by the Committee.

ii) The progress report may contain new data generated or techniques/ concepts developed/ standardization in research methodology/ discussion of the work done etc.

iii) If a candidate fails to submit two consecutive half yearly progress reports or the progress reports submitted by the candidate are found to be unsatisfactory by the Doctoral Committee, the University may cancel the registration. However, in all such cases the candidate must be heard.

(Approved by the Academic Council on 2.07.2012, 22.12.2012 and Syndicate on 4.07.2012 and circulated as per Circular No.MU/ACC/CR.16/2010-1/A2,dated 20.07.2012 and 16.01.2013)

Sd/-
EGISTRAR

5. GUIDELINES FOR IMPLEMENTING PART TIME AND FULL TIME MASTER OF PHILOSOPHY (M.PHIL.) DEGREE PROGRAMME IN MANGALORE UNIVERSITY

The M.Phil Programme shall be either on full-time or part-time basis. The course work shall be of 12 months duration including evaluation for both full- time and part-time candidates.

1. a) Eligibility for admission:

Interpretation:

Masters degree in the related field means the Masters Degree in the related subject / field as decided by the concerned Department of Studies.
Illustration:

i) M.Phil. degree programme in Bioscience: Masters Degree holders in Applied Botany/ Applied Zoology/ Biotechnology/ Environmental Science etc. are also eligible and vice-versa.

ii) M.Phil. degree programme in Materials Science: Masters Degee holders in Chemistry and Physics are also eligible.

iii) M.Phil. degree programme in Women Studies, Social Exclusion and related subjects; Masters Degree holders in related Humanities and Social Sciences are also eligible.

iv) M.Phil. degree programme in Social Work: Masters Degree holders in Sociology, Psychology, Anthropology, Criminology, Law etc., are also eligible.

v) M.Phil. degree programme in Business Administration: Masters Degree holders in Tourism Administration, Commerce etc., are also eligible.

vi) M.Phil. degree programme in Sociology; M.S.W. Graduates are also eligible.

b) The entrance test shall consist of a paper of 100 marks of not less than two hours duration. It shall be conducted by the concerned department in consultation with the Department of Studies. Pattern of question paper shall also be decided by the concerned Department of Studies.

c) The employed candidates shall submit the No Objection Certificate from their Institution at the time of admission. The Department shall maintain attendance register for full time candidates.

2. Scheme of Examination:

i) Paper I: Research Methodology: A paper covering the general aspects of research methodology as applicable to the concerned subject.
ii) Paper II: Theoretical Foundations: A general paper covering the core topics in the concerned subject.
iii) Paper III: Recent Developments: A maximum of four alternative papers on core areas of research / specializations shall be offered. One of the papers shall be assigned to the candidate in consultation with the guide.

The course content / syllabi of the above papers shall be as decided by the concerned Board of Studies from time to time.

3. Scheme of conducting the Course:
The course work shall be common for both part time and full time candidates. Each paper (1 to 3) shall be taught with a minimum of 2 hrs instruction per week for 12 months, including evaluation. The classes may be scheduled towards the week end. Teaching of the first 2 papers is the responsibility of the Department. The special papers shall be taught by the concerned Guide.

4. Scheme of Examination:
The Course work shall be evaluated internally. The evaluation of each paper (1-3) shall be based on one term paper (20%), at least one seminar (20%) and one written examination (60%) of three hours duration.

5. Qualification of Guide:

Regular Teachers holding the doctorate degrees in the P.G. Departments, Academic Staff of Study Centres like B.R. Ambedkar Study Centre, Gandhian Study Centre, Women's Study Centre, Centre for Social Exclusion and Inclusive Policy and qualified staff of Central facilities such as Library, USIC, Microtrone Centre and qualified faculty of the Constituent Colleges are eligible for instruction and / or guidance provided arrangements are made with the concerned P.G. Departments.

6. The concerned Department of studies shall arrange to assign students to Guides to supervising the dissertation in consultation with the concerned guides.

7. Work Load of Teachers:
For theory papers (Paper I & II), the work load shall be as per the work load of the P.G. Programmes. The work load of Paper III and the dissertation guidance may be treated as 2 hrs of work load per week per candidate. The M.Phil work load shall be added to the total work load of the Department.

Sd/-
REGISTRAR

6. GUIDELINES FOR IMPLEMENTING THE CHALLENGE VALUATION IN THE VARIOUS PG COURSES.

1. A candidate who has appeared for PG examination conducted by Mangalore University may apply through the Institution / Head of the Department for Challenge Valuation on payment of the prescribed fee, within 20 days after the publication of the result or 10 days from the date of dispatch of the marks cards by the Registrar (Evaluation) to the Institution / Head of the Department, or within 7 days from the date of communication of the result of re-totalling whichever is later.

2. (a) Challenge Valuation is permitted for theory papers only.
   (b) Challenge Valuation is not permitted in the case of practical examination, sessional/ internal assessment, project report, dissertation, thesis and viva-voce.

3. The Registrar (Evaluation) or any other Officer authorised by him with the approval of the Vice-Chancellor, shall first check the re-totalling of each answer script for which Challenge Valuation is sought. In case there is any discrepancy that warrants change in the original marks, it shall be set right and the candidate shall be informed accordingly, and the candidate shall be asked whether Challenge Valuation is required. If the candidate is satisfied with the revised marks the fee collected for Challenge Valuation shall be refunded after deducting the processing charges. In case no discrepancy is detected in re-totalling or the candidate is not satisfied with the result of re-totalling the papers shall be taken up for Challenge Valuation.

4. a) Answer scripts shall be valued by a suitable External Examiner selected from the panel of examiners approved by the Vice-Chancellor. The names included in the panel of examiners shall be selected from the list of examiners approved by the Syndicate. However, such examiners should not have been the valuers for that paper during that examination.
   b) Answer scripts for Challenge Valuation shall be sent to examiners of other Universities.

5. a) Challenge Valuation shall ordinarily be arranged under the supervision of the Registrar (Evaluation) or a person authorised by him.
   b) If Challenge Valuation is arranged in other Universities, then it must be done under the supervision of the head of the Department/Institution concerned.

6. Challenge Valuation shall be done on the basis of the original scheme of valuation.

7. Result of Challenge Valuation is determined as follows:
   If there is a difference between marks awarded initially and marks awarded on Challenge Valuation, the marks secured in the Challenge Valuation shall be the final.

8. In case the difference between the initial award and the final award is more than 10% and is to the advantage of the candidate, then 50% of the fee paid for Challenge Valuation shall be refunded to the candidate. If the difference between the initial award and the final award is 10% or less of the maximum, there shall be no refund. Grace marks awarded shall not be taken into consideration for eligibility for refund of challenge valuation fee.

9. The Vice-Chancellor on the suggestion of the Registrar (Evaluation) or 'suo moto' may order challenge valuation of any particular script or the whole set of answer scripts of candidates, and/ or of subject/s if he feels that there has been erratic or unfair valuation which has apparently brought undue advantage or disadvantage to the candidate/s. In such cases of challenge valuation, the final marks will be the marks awarded by the challenge valuer/s.

10. In all cases of Challenge Valuation a consolidated statement of Challenge Valuation together with the challenge valued answer scripts and other particulars shall be submitted to the Vice-Chancellor for his approval before the result of Challenge Valuation is communicated to the concerned Department/Institution.

(Approved by the Syndicate at its meeting held on 5.04.2012)

Sd/-
REGISTRAR.

7. GUIDELINES TO CO-ORDINATION BOARD OF B.Ed. DEGEE PROGRAMME

1. The marks allotted to the students under internal assessment are confidential. Since the marks are subject to moderation by the Co-ordination Board, the internal assessment marks cannot be made known to the students. The members of the staff will guard this confidentiality.
   Discrimination in assessing based on the levels of student's performance is a hallmark of objective evaluation.

2. The Co-ordination Board should ensure that the Internal Assessment marks under Edn. 1 to 3, and 5 and 6 shall be within the range of 11 to 17 marks out of 20. Edn.4 and 7 shall be within the range of 5 to 8 marks out of 10. In Edn. 8 and Edn. 9 shall be within the range of 77 to 119.

   Each staff member will award the minimum and maximum marks for each of the subjects as per the guidelines.

3. The College average and the distribution of marks for Internal Assessment marks too will be done as per the above norms. The Principal will verify it and moderate the marks, if necessary, before submitting the list to the University.

4. The procedure for the Co-ordination Board's visit will be:

   The College will send four copies of the Internal Assessment Statements to the Registrar (Evaluation) by the stipulated date.

   All the four copies will be forwarded to the Chairperson of the Co-ordination Board, before the visit to Colleges.

   In the College/s where the Principal is not a member, he/ she will be Present at the interview as an observer and provide necessary information to the Board.

5. An informal meeting the students and staff (assembled for the purpose), where the Board members could address them. After their address Faculty Member will read the list of interviewees.

6. Co-ordination Board will review the work of the students, by going round the exhibition of the work. Only the staff members will be present in the rooms. The College will exhibit for the board all the basic records of all the students like assignments, practical records and work products, etc. Assignments may be arranged subject-wise, practical records and work products may be arranged student-wise, for convenience of comparison and further verification.

7. The students will be interviewed in the order Register Numbers, not Percentage of marks. The interview questions will be based on the work done, with a few questions on the syllabus. Each student will be interviewed for an average time of ten to fifteen minutes.

8. After visiting all the colleges, the Board will meet to evaluate the performance of the students. (a) At least five students shall be interviewed chosen from top, middle and bottom representing different methodology, subjects. Based on this

criteria the chairperson with the members will identify and prepare the list of students to be interviewed. The College will prepare the list of interviewees, in the order of the register numbers. (b) Re-placing of students from other categories in different slots could be suggested. (c) An assessment on the quality of work by each College will be prepared.

9. The Board will also check the marks of the colleges during those days, to ascertain that the College average and the categorization of students has been taken care of by the Colleges.

10. The Board will revise the marks of the top scores (if modified) in the mark sheets and modify the rest of the marks to maintain the average. The Board could send the mark sheets to the respective Colleges for modification, if necessary. Suitable instruction will be given by the Chairperson regarding submitting them after modification.

11. The Principal of each college will hand over two copies of the Internal Assessment Sheets for non-core subjects with Grades to the Chairperson on the day of the visit of the Co-ordination Board to the College.

12. The Chairperson will attach two copies after attestation, to the Internal Assessment Marks Sheets, to be sent the Registrar (Evaluation).

13. Each Institution must plan, organize and conduct the work in order to facilitate the smooth functioning of the Board in such a way as to complete it satisfactorily in one full day.

14. The Chairperson will send two copies of the modified mark sheets, along with assessment sheets of non-core subjects, to the Registrar (Evaluation) and return one copy to the College, after verification and attestation with signature.

15. The Co-ordination Board should ensure that the College average is maintained as 75%. Individual students should be awarded maximum of 85% marks and minimum 55% marks.

(Approved by the Academic Council at its meeting held on 22.12.2012)

Sd/-
REGISTRAR

8. GUIDELINES FOR REVIEW AND EVALUATION COMMITTEE TO REVIEW THE PERFORMANCE OF THE AUTONOMOUS COLLEGES/INSTITUTIONS

As per Section 7.2 of the Statute governing the grant of Autonomy to Colleges, Institutions and Units and Functioning of Autonomous Colleges, "the Syndicate by resolution, may constitute a Review and Evaluation Committee to monitor the performance of the Autonomous College/Institution. Such Committee shall consist of the Vice-chancellor or his nominee as the Chairman and such other members, who are experts in the field of education, as may be nominated by the Syndicate. The Committee shall review the performance of the autonomous College/Institution every year and submit its report to the Syndicate."

Hence the following Guidelines are framed.

1. GOVERNANCE:

i) Every Autonomous college/Institution shall constitute the following bodies as per the Chapter V of the Statute Governing the Grant of Autonomy to colleges, Institutions and Units and Functioning of Autonomous Colleges.

1. Governing Body
2. Academic Council
3. Board of Studies

The Review and Evaluation Committee shall verify the composition of the body, tenure of membership, No. of meetings conducted, etc.

ii) BOARD OF APPOINTMENT OF EXAMINERS

As per the section 5.4 of the Statute, the Principal of the college shall be responsible for conducting the examination in the college. The Principal shall with the help of the Board of Examiners in each subject, co-ordinate the matters relating to the proper conduct of the examination and announcement of results.

The Committee shall verify the list of examiners for each subjects/ course, resolution of the BOAE, Question banks, calendar of events of the examinations, etc.

2. Each autonomous college shall constitute a Board of Appointments for the recruitment of teaching faculty. Appointment of the teachers shall be done through the Board of Appointments.

3. STAFF PARTICULARS –TEACHING

(i) Every autonomous college shall have a separate faculty for each under-graduate and post graduate programme. The under-graduate teachers shall not be allowed to handle post-graduate courses.

(ii) The faculty members should possess the qualification prescribed by the UGC.

(iii) All faculty members shall be paid salary as per the pay scales and allowances prescribed by UGC/AICTE from time to time for the cadre concerned.

(iv) There shall be core faculty of atleast four full-time members for each P.G.programme, out of which atleast two members should possess Ph.D.

The committee shall verify the number of teachers in each faculty on permanent/Temporary/Contract/Visiting faculty and method of recruitment and fulfillment of reservation system as per the government orders/method of recruitment.

3. STAFF PARTICULARS –NON- TEACHING

Each autonomous college shall constitute a Board of Appointments for the recruitment of Non-teaching faculty. Appointment of the Non-teaching staff shall be done through the Board of Appointments.

The committee shall also verify the strength of non teaching staff and their salary and fulfillment of the roster system/method of recruitment.

4. COURSE PARTICULARS

The Committee shall also verify whether the college has obtained the permission from the University before starting new courses.

The committee shall verify the courses offered by the concerned college **before granting autonomous status/after autonomy**

5. ADMISSION PROCEDURE

(i) The students shall be admitted only to the courses of study in which autonomy is conferred by the University.

(ii) The admission shall be made as per the regulations prescribed for the concerned programme by the University and by following the guidelines for admissions issued by the State Government / University from time to time.

(iii) No admission shall be made in excess of the intake sanctioned by the University.

(iv) Fee Structure fixed for the following Items by the University for various programmes shall be followed.

a) Registration Fee
b) University Sports Affiliation fee
c) University Career Guidance fee
d) University Development fee
e) University Cultural Activities fee
f) The Committee shall also verify whether the college has been remitted the fees to the University Fund.

The committee shall verify all provisions of regulations in force for the course including attendance requirements and scheme of examinations etc. The committee shall also verify the roster system followed by the College while admission of students for various courses.

6. ATTENDANCE:

The Committee verifies the attendance of the students as per Mangalore University Regulation, which is as follows:

(i) U.G. Courses:

A candidate shall be considered to have satisfied the requirement of attendance for a semester if he/she attends not less than 75% of the number of classes actually held up to the end of the semester in each of the subjects. There shall be no minimum attendance requirement for the Co- and Extra- Curricular activities. However, the shortage of attendance of students whose attendance is 60% and above but below 75% may be condoned on payment of Condonation fee as prescribed and by following the rules prescribed for Condonation.

(ii) P.G Coures:

Each paper (theory/practical) shall be treated as an independent unit for the purpose of attendance. A student shall attend a minimum of 75% of the total instruction hours in a paper (theory/practical) including tutorials and seminars in each semester. There shall be no provision for condonation of shortage of attendance and a student who fails to secure 75% attendance in a paper shall be required to repeat that semester.

7. FINANCE COMMITTEE

As per the statute chapter V section 5.5, every autonomous college shall constitute the Finance Committee.

(i) The Finance Committee will be an Advisory Body to the governing body and will meet at least twice in a year to consider the budget estimates relating to the grants received/receivable from UGC/State government and income through fees collected from the students.

(ii) Accounts of the Autonomous College shall be audited at the end of each year by a competent authority. A copy of the audit report of the college shall be made available at the time of Inspection.

(iii) The College shall satisfy the University that adequate financial provisions have been made for managing the Autonomous Status.

8. OTHER COMMITTEES

As per section 5.6 of the Statute, the college in addition to the above Committees, should have other Committees such as Planning and Evaluation Committee, Grievances/Appeals Committee, Admission Committee, Library Committee and the Student Welfare / Extra-curricular Activities Committee and Academic Audit Committee. The Constitution, Powers and Functions of these Committees will be prescribed by the Governing body or Academic Council of the concerned College.

The Review and Evaluation Committee shall verify the Composition, Powers and Functions etc. of the above Committees.

9. LIBRARY

Every autonomous college shall have a separate library for the Undergraduate and Postgraduate Programmes. The library shall have facilities like reading room, Journal section, Text book section and reference section along with internet facility. Full time qualified librarians shall be appointed for U.G. and P.G. Libraries.

The Committee shall verify whether adequate financial provisions have been made for procuring books, journals and magazines etc.

10. RESEARCH FACILITIES

The college shall create separate research facilities connected with the concerned P.G. Programmes as follows:

(i) Databases relating to the concerned discipline.
(ii) A Research laboratory exclusively for the purpose of conducting research.

The Committee shall verify the following:

a) Number of State Level/National/Interenational Seminars, Conferences, Workshops conducted.
b) Number of sponsored Projects sanctioned, Award of Ph.D. Degree, Research Publications etc.

11. ACADEMIC PERFORMANCE

Teaching Days:

As per the U.G.C. Guidelines the Principals of every Autonomous College must observe atleast 180 actual teaching days with a minimum of 30 weeks of actual teaching in a six day week. Of the remaining period, ten weeks may be allowed for admission and examination activities and non-instructional days (e.g. for sports, College day etc.) ten weeks for vacation and two weeks for various public holidays.

12. EXAMINATION AND EVALUATION MECHANISM:

1. Commencement of Examination
2. Question paper pattern
3. Duration of Examination
4. Internal Assessment
5. Valuation pattern
6. Results
7. Provision for re-totaling
8. Provision for revaluation
9. Malpractice Enquiry and Punishment System
10. Maintenance of confidentiality in the examination system.

13. STUDENT'S EXTRA CURRICULAR PERFORMANCE

Before the visit of Review Committee	After the visit of Review Committee	Remarks

Student's participation in the Sports
(Inter Collegiate/ Inter University/ National/ International)
Student's participation in the Cultural events
(Inter Collegiate/ Inter University/ National/ International)
Student's participation in the Co-curricular Activities
(Inter Collegiate/ Inter University/ National/ International)
Student's participation in the NCC, NSS
(Inter Collegiate/ Inter University/ National/ International)

14. GENERAL

Review and Evaluation:

As per the Section 7.1 of the Statute, each Autonomous College shall constitute appropriate bodies to evaluate its academic performance, improvements in standard and to assess how best it has used the autonomous status. Such evaluation shall be done and submitted to the University every year by 31st of July.

The Review and Evaluation Committee shall verify the report and shall submit its report.

The Committee shall also verify Service Register, Acquitance Register, Attendance Register, Scholarship Disbursement Register, Lab Equipments Register, Admission and Cancellation Register, Cash Book, Register of Student's Address proof with photo, Register of marks, Receipt voucher, Register of Transfer Certificate vouchers etc.

Sd/-
REGISTRAR

9. GUIDELINES FOR THE DETERMINATION OF MERIT FOR NOMINATION OF STUDENTS TO MANGALORE UNIVERSITY ACADEMIC COUNCIL.

(The guidelines related to statutes governing nomination of students to Mangalore University Academic council).

An outstanding student who has scored highest marks in the qualifying examination shall be considered for nomination to Mangalore University Academic Council.

1. **BA/B.Sc./B.Com. Degree Students:**

1.1 . A student who has scored highest marks in the previous qualifying examination should be considered for nomination to the academic council.

1.2 Final year degree student: The student who has scored highest marks in the Second year examination (average of Third and Fourth semester marks).

1.3 Second year degree student: The student shall have secured highest marks in the First year (average of First and Second Semester examination marks).

1.4 First year degree student: The student shall have secured highest marks in the Pre-University Examination (Marks of the Second year only).

2. **P.G. Course**

2.1 A final year student who has secured highest marks in the First year examination (First and Second semesters) shall be considered for nomination to the Academic Council.

2.2 A first year student shall have scored highest marks in the qualifying examination (except professional courses) should be considered for nomination to the academic council.

3. **Professional courses (BBM, MBA, MTA and BHM)**

An outstanding student from among the professional courses and a research student who has secured highest marks in the qualifying examination shall be considered for nomination to the academic council. For the research students, in addition to their marks in the qualifying examination, their research publications shall be considered (Merit explained under column 1 is to be considered as merit).

4. An outstanding NCC cadet shall be considered on the basis of his/her performance in the NCC programme which will be evaluated by the concerned authority.

5. An outstanding NSS student/volunteer shall be considered on the basis of his/her performance in the NSS programmes which will be evaluated by the concerned authority (Evaluated by the NSS programme co –ordinator).

6. An outstanding Sportsman/Sportswoman shall be considered based on his/her performance in sports/games/athletic meets of regional/national/international level which will be evaluated by the Director of Physical Education.

(Guidelines approved by the Academic Council on 10.01.2014)

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